

# **Board Study Session & Business Meeting (Tuesday, April 21, 2015)**

*Generated by Shelley R Shelton on Wednesday, April 22, 2015*

## **Members present**

Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

## **Excused**

Michelle Kaufusi

## **Staff members present**

Keith Rittel, Superintendent; Ray Morgan, Asst. Superintendent; Stefanie Bryant, Business Administrator; Dr. Gary Wall, Exec. Director HR; Jason Cox, Director HR; Alex Judd, Director Elementary Education; Mark Wheeler, Facilities Director; Shelley Shelton, Exec. Assistant

## **Staff members excused**

Gary Wilson, Exec. Director Student Services; Caleb Price, Communications & PR Coordinator

## **Guests**

Josh Espinoza and Steve Redford, Tech Support; Christy Giblon and Kathy Giles, Provo Education Association; Shauna Raby, Special Programs; Lisa Pulver, Education Support Professionals; Ron Firmage, Woodland Peaks Uniserve; Dr. Todd McKee, Timpview High Principal; Mitch Swenson, Centennial Middle School Principal; Jarod Sites, Dixon Middle School Principal; Jill Franklin, Dixon Middle School Asst. Principal; FFKR architect team members Greta Anderson, Liz Morgan and Abe Nelson; Roger Jackson, Pres., FFKR Architects

## **1. 4:30 - 5:00 p.m. Executive Session for the purpose of discussing personnel and bargaining. Utah Code 52.4.205**

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A. Negotiations Update

B. Personnel

## **2. 5:00 - 7:00 p.m. Study Session**

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A. Welcome: President Julie Rash

B. Roll Call

C. (30 min.) Construction Update: FFKR Architects

FFKR team members Greta Anderson, Liz Morgan and Abe Nelson reviewed two design concept options for the Provo High rebuild. Points of emphasis included the following:

- Reviewing the original Provo High design for possible elements that could be incorporated

- Maintaining urban design principles
- Pedestrian / vehicle safety
- Bus circulation and drop/off
- Parking access
- Function
- Multiple use building spaces
- Academic and active spaces separated by admin section
- Special needs classrooms located on ground floor

#### D. (5 min.) Spring Creek Trustlands Amendment, Alex Judd, Director of Elementary Education

- The Spring Creek Community Council proposed to use the Salaries and Employee Benefits in their financial proposal be shifted to other matching funds and use those monies to purchase technology to further enhance Goal #1-2 of the original plan. All goals remain the same. Both goals include student achievement measurements with regard to use of software programs and use of District and SAGE assessments. This year it has become apparent this goal has been difficult to accomplish due to the lack of computers available to students and/or grade levels and the number of computers that are dying because they are older.
- The Community Council voted to purchase one laptop charging cart and 30 new MacBook Air laptops with AppleCare for a total cost of \$30,240. Salaries and Benefits include \$38,047. Again, the goals remain the same but the payment of employees comes from a different discretionary budget.

#### E. (5 min.) Large Purchase - Title 1, Stefanie Bryant, Business Administrator & Alex Judd, Director of Elementary Education

- Title I funds are used to aid Title I schools in educating students. Many of the computers in the current Title I schools are out of date and need to be replaced. This purchase is for \$201,180 to Apple Inc. to procure 210 computers for student use. Both the purchase request proposal and related bid were attached for board review.
- Alex Judd explained Apple computers run the needed programs and last longer than other models.

#### F. (5 min.) Large Budget Request Reading Achievement, Stefanie Bryant, Business Administrator & Ray Morgan, Assistant Superintendent

- The Reading Achievement Program has a large carryover balance; the request is to use some of the carryover to purchase a K-2 grade comprehensive reading program. As per policy, the Literacy Committee is in the process of learning about possible programs, seeking input, and using the designed rubric for selecting the program.
- The purchase approval will follow in the May Board meeting, and materials are expected to be received before 6/30/15 for proper year-end cut-off.
- The Literacy Committee will make a recommendation to the board for a reading program during the April 28 study session. The implementation will be gradual. Materials should be available before the end of this school year.
- Old curriculum materials are sold as surplus or recycled.

#### G. (5 min.) Large Budget Request School Activities Fund, Stefanie Bryant, Business Administrator

- The annual budget for the School Activities Fund needs year-end adjustment to better reflect expected year-end totals and remain in state compliance.

- Due to the small budget size and nature of the School Activities Fund, it is generally not adjusted throughout the fiscal year. Rather, a one time adjustment is made near year-end to reflect shifts and increases/decreases which occurred during the year. Both the revenue budget and the expense budget will be increased \$400,000 - for a net effect of \$0.

## H. (20 min.) 2015-16 School Fees, Stefanie Bryant, Business Administrator

- State regulation requires the Board of Education to adopt all school fees and fines, as well as District related fees.
- Schools send out registration materials which include fee schedules as early as May. Utah State requires school revenues and expenditures to be combined with school district financial reports.
- The secondary schools make every attempt to standardize fees. Sometimes program offerings differ or like programs differ in scope, necessitating differing fees.
- Fee waivers apply to anything that pertains to the education of the student.
- Proposed fee schedules for each secondary school showing current and proposed fees and a District fee schedule were reviewed by board members prior to the meeting. Proposed school fine schedules were also reviewed.
- The USOE legal department recommends the Board approve all school fines. District wide, school fines are expected to raise approximately \$10,000 in revenue.
- In addition, the estimated/proposed school revenue and expense budgets for secondary schools were reviewed by the board to see how the schools propose spending the revenue generated from fees and fines. Approval of the school fees will be included in the May business meeting agenda.
- Timpview Principal Dr. Todd McKee explained proposed changes to THS fees.
  - Adjustments to the athletic participation fees are recommended due to a negative school transportation budget balance. The school pays transportation costs to/from athletic events. The adjustment options are (1) \$25 fee increase and programs fund-raise the remainder of transportation costs and (2) \$50 fee increase and programs would cover all transportation costs.
  - Some activities are charging fees for transportation yet not using all of the funds specifically for that program. Consequently, the fee is being reduced for performing arts, drama, band and orchestra.
  - Class fees need to be clearly defined and charged very cautiously, specifically for items students would take home. Some departments have been using the class fee as a means to augment the operational funds. Concerns include students being charged to simply access the class, the creation of an inequitable funding stream other departments don't get and the lack of front-end accountability of how the funds are being used.
    - To determine funding outside of class fees, departments are asked to submit an itemized budget request for the coming year, listing program essentials. The leadership team meets with all departments to determine overall budget allocations.
    - The budget process forces front-end accountability.
  - Improved communication will allow parents to better understand the reason for and use of school and class fees.
  - Following the discussion with and feedback from the board, Dr. McKee will present the proposed changes to the school Community Council.

## I. (20 min.) Policy Review, Superintendent Keith Rittel

Due to time constraints, the policy review was postponed until the May 12, 2015 study session.

## J. (5 min.) Endorsement of City Resolution, Superintendent Keith Rittel

- Provo City Council has requested the Provo City School District Board of Education's endorsement of a

"Fight Night" resolution, expressing concern about "recreational Fight Nights" being held in the community, including at private homes. The students most often are of high school age, and heavy peer pressure is often placed on persons to participate.

- Earlier in 2015, the Provo City Council passed a resolution expressing its concerns about "fight nights". The City has asked for the endorsement of this resolution by the Provo City School Board.
- Board members agreed to endorse the resolution.

## K. (5 min.) Video Promo, Superintendent Keith Rittel

Supt. Rittel outlined a proposal he received to participate in a promotional video telling the story of the district, but at a significant financial cost to the district. Following board discussion it was determined the district would decline the invitation to participate.

## L. (15 min.) June 23 Meeting Agenda, President Julie Rash

It was recommended the June 23 study session be expanded to a board retreat to allow the board to discuss items of importance. The following agenda items were suggested and board members will submit additional items to Board President Julie Rash.

- School fees
- National School Boards Association (NSBA) conference follow-up
- Superintendent / Business Administrator evaluations
- Role of board vs. role of superintendent
- Agenda reviews with all board members

## M. Consent Calendar Review & Questions, President Julie Rash

There were no questions / concerns

## N. Upcoming Google Calendar Item Review, President Julie Rash

## O. Motion to Adjourn

I move we adjourn the study session.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

The meeting was adjourned at 6:54 p.m.

# 3. 7:00 p.m. Business Meeting

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## A. Welcome: President Julie Rash

## B. Roll Call

C. Opening Remarks: Vice President McKay Jensen

D. Pledge of Allegiance: Grant McAfee and Max Jaramillo, Timpanogos Elementary Students

## 4. Community Connections

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### A. Recognition: ProvoREADS Poster / Essay Contest Winners

Presented by Christine Durst, District Media Coordinator

*Poster Winners, Grades K-6*

- 1st Place: Rhea Davidson, Rock Canyon
- 2nd Place: Brenda Melendez, Provo Peaks
- 3rd Place: Baylee Kolste, Spring Creek
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*Essay Winners, Grades 4-6*

- 1st Place: Angela Chock, Amelia Earhart
- 2nd Place: Adrian Motruna, Timpanogos
- 3rd Place: Kea Hopoate, Spring Creek

*Essay Winners, Grades 7-12*

- 1st Place: Madeline Francis, Dixon Middle School
- 2nd Place: Meghan Wages, Dixon Middle School
- 3rd Place: Calli Knotts, Centennial Middle School

### B. Employee Recognition: Provo Way Award Recipients

Presented by Alex Judd, Director of Elementary Education

- Shane Powell, Head Custodian, THS
- Leslie Zuber, Centennial Middle School Special Education Facilitator
- Brad Crockett, District School Psychologist
- Christy Yardley, Rock Canyon Teacher
- Phil Sudweeks, Centennial Middle School Counselor

### C. Recognition: Child Nutrition Employee Awards from the Utah School Nutrition Association

Presented by Stefanie Bryant, Business Administrator

- Jenilee McComb, Child Nutrition Director: Director of the Year
- Colleen Dietz, Child Nutrition Administrative Assistant: Employee of the Year
- Ashley Smith, Timpanogos Kitchen Manager: Manager of the Year

## D. Recognition: Kids Cause Participants

Presented by Liz Hannig, Ron Firmage and Gayle Chandler

- Karen Cushenberry, Title I Coordinator at Timpanogos Elementary School
- Ann Woolley, Kids Cause board member

## E. School Report: Timpanogos Elementary; Carrie Rawlins, Principal

Principal Carrie Rawlins presented the report. Highlights included:

- Demographic Information
- Enrollment Increase
- Free & Reduced Lunch
- English Language Learners
- Special Education Students
- Student Achievement Data Trend
- School Report Card
- Comparison Schools in Language Arts
- Comparison Schools in Math
- Challenges
- Points of Pride
- Strategies for Increasing Student Achievement

## F. Public Input

Christy Giblon, 1808 W 1000 S, Springville

- Ms. Giblon addressed the board on behalf of the PEA with regard to school fees. She reminded the board that cuts in fees result in cuts to programs. Without fees, some programs cease to exist. She requested that teachers be allowed to justify fees they charge for their class/program before cuts in fees are made.

# 5. Business Items

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## A. Approve Spring Creek Trustlands Amendment

I move we approve the amendment to the Spring Creek Trustlands plan.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

## B. Approve Large Purchase

I move we approve the purchase of 210 student computers from Title 1 funds in the amount of \$201,180.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

## C. Approve Curriculum Budget Request

I move we approve the budget increase of \$250,000 in carry over funds for the K-2 reading achievement program.

Motion by Shannon Poulsen, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

## D. Approve School Activities Fund Budget Request

I move we approve the budget increase of \$400,000 Revenue, and \$400,000 expense for the School Activities Fund.

Motion by Shannon Poulsen, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

## E. Approve 2015-16 School Fees

I move we approve the 2015-16 school and district fees and fines schedules.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

## F. Approve Policy 4115 Gifted and Talented Students

Postponed until the May 12 business meeting.

## G. Approve Policy 4160 Special Education and Related Services for Eligible Students

Postponed until the May 12 business meeting.

## H. Approve Policy 4310 Honorary Diplomas for Veterans and Others

Postponed until the May 12 business meeting.

## I. Approve Policy 5140 Accommodations for Employees with Disabilities

Postponed until the May 12 business meeting.

## J. Approve Policy 5150 Workplace Harassment

Postponed until the May 12 business meeting.

## K. Endorsement of City Resolution

I move that we formally endorse the Provo City Council's resolution noting its concern with and opposition to "fight nights."

Motion by Jim Pettersson, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

## **6. Consent Calendar**

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### **A. Board Minutes as Part of the Consent Calendar**

Resolution: I move we approve the board minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

### **B. March 10 Board Study Session & Business Meeting**

I move we approve the consent calendar.

Motion by Marsha Judkins, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

### **C. March 31 Board Study Session**

I move we approve the consent calendar.

Motion by Marsha Judkins, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

### **D. Personnel Report as Part of the Consent Calendar**

Resolution: I move we approve the personnel report as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

### **E. Home School/School Choice/eSchool Report as Part of the Consent Calendar**

Resolution: I move we approve the home school and school choice reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by McKay Jensen.



Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

## F. Financial Reports as Part of the Consent Calendar

Resolution: I move we approve the financial reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

## G. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

# 7. Board Member Report

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## A. President Julie Rash

President Julie Rash reported on her assignment as one of the Board's community council representatives. She commented on the benefits she has seen from board members representing community councils in areas of town they don't reside in. It gives board members a broader perspective as they communicate with staff, teachers and parents.

She recommended Adult Education be included on the schedule of making school reports to the board during board meetings. The request will be implemented during the 2015-2016 school year.

# 8. Superintendent's Report

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## A. Approved Student Travel

## B. USOE: Title I Schools Recognition

## Information: C. Spring Creek Community Forum

# 9. Adjourn

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## A. Motion to Adjourn

I move we adjourn the business meeting.

Motion by Shannon Poulsen, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Shannon Poulsen, Taz Murray

Adjourned 8:29 p.m.